



Supplemental Reporting Language  
The 2013 Budget Act  
Board of State and Community Corrections

## ITEM 5227-001-0001

*Responsibilities of the Chair and Executive Director  
of the Board of State and Community Corrections*



**BOARD OF STATE AND  
COMMUNITY CORRECTIONS**

## Item 5227-001-0001

### BOARD OF STATE AND COMMUNITY CORRECTIONS

Responsibilities of Chair and Executive Officer. The Board of State and Community Corrections shall provide a written report to the chairs of the appropriate fiscal and policy committees in each house of the Legislature, the chair of the Joint Legislative Budget Committee, and the Department of Finance detailing the respective roles and responsibilities of the board's executive officer and chairperson with respect to operational management, policy making, external communication, and other functions. The board shall provide this report no later than 45 days after the position of chairperson is filled.

### Role and Responsibilities

Generally, the role of the Chair will focus on external relations with counties and the many stakeholder groups within the community corrections continuum, provide leadership to the Board as Chair, and will serve as a spokesperson for the Governor on public safety issues. The Executive Director, in contrast, will be focused on day-to-day internal operations at BSCC, and will ensure that issues for the Board's consideration are properly identified for the Board's consideration. The Executive Director will work along side of the Chair to obtain consensus among its state and local partners on complex and sensitive issues, supporting local corrections entities in more effective use of evidence-based practices to prevent crime and reduce recidivism and improve public safety throughout the state. The Chair and the Executive Director together will focus their efforts to achieve the goal of promoting effective state and local partnerships, synthesizing and sharing research results, and supporting the improvement of the corrections system at the state and local levels.

### CHAIRPERSON

Effective September 3, 2013, Linda Penner was appointed as the chair of the BSCC.

The chair is responsible for leading the mission of the Board, which is defined in Penal Code Section 6024 as follows:

The mission of the board shall include providing statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including addressing gang problems. This mission shall reflect the principle of aligning fiscal policy and correctional practices, including, but not limited to prevention, intervention, suppression, supervision, and incapacitation, to promote a justice investment strategy that fits each county and is consistent with the integrated statewide goal of improved public safety through cost-effective, promising, and evidence-based strategies for managing criminal justice populations.

The Chair is a key policy advisor to the Governor on public safety, and she works with the administration to coordinate and implement public safety policies and programs. She will represent the Board and the administration in a variety of settings, including with the Legislature and with statewide organizations such as the California State Sheriffs' Association, Chief Probation Officers of California, California State Association of Counties, California District Attorneys Association, California Police Chiefs Association, victims' rights groups, and others. She will seek input from a variety of stakeholders, including researchers and academics, on public safety issues affecting both adults and juveniles.

The Chair will provide leadership and establish effective lines of communication among the State and high-level community stakeholders with the purpose of improving public safety through cost-effective, promising, and evidence-based strategies for managing criminal justice populations. On an ongoing basis, the Chair will ensure that public safety policy issues that would benefit from BSCC input are brought to the Board in a timely manner.

The Chair will also be responsible, in coordination with the Executive Director, for external communications for the Board. The Chair will identify and prioritize key communication needs and goals geared toward enhancing the effectiveness of the Board's programs. For example, the Chair will share information about best practices and grant opportunities. Such efforts will highlight improvements to public safety through increased evidence-based programs and treatment opportunities designed to reduce recidivism.

#### Biography of Linda Penner

Linda Penner served as Chief Probation Officer for the County of Fresno from 2005 to 2012. Through her stewardship the department transitioned to evidenced-based practices for recidivism reduction that encompassed community safety. Since 1977, Ms. Penner has held multiple positions with the Fresno County probation department, including probation division director, services manager, probation officer and group counselor. She has served as a member of the Board of State and Community Corrections since 2012 and its predecessor board, the Corrections Standards Authority Board, from 2007 until 2012; she has also been a member of the State Advisory Committee on Juvenile Justice and Delinquency Prevention, underneath the Board, since 2007. She has been a member of the California Blue Ribbon Commission on Children in Foster Care since 2006. Ms. Penner has extensive background in training, including POST Certified Background Investigation Training and National Drug Court Institute Faculty Training. She has received recognition and honors from numerous professional organizations. Additionally, she chaired the Fresno County Community Corrections Partnership for two years. In 2011, Ms. Penner served as the president of the California Probation Officers Association of California.

## EXECUTIVE DIRECTOR

The role of the Executive Director is set forth in Penal Code Section 6024 as follows:

The Governor may appoint an executive officer of the board, subject to Senate confirmation, who shall hold the office at the pleasure of the Governor. The executive officer shall be the administrative head of the board and shall exercise all duties and functions necessary to ensure that the responsibilities of the board are successfully discharged.

The Executive Director (working title for the executive officer) is responsible for leading the day-to-day operations of the BSCC's divisions, including Corrections Planning and Programs, Facilities Standards Operations and Construction, Standards and Training for Corrections, and Administration, Research, and Program Support. Additionally, the Executive Director ensures that the BSCC successfully continues its role and function with local government to establish training standards for local correctional personnel, administer federal and state criminal and juvenile justice grants to counties, as well as inspect local jails and juvenile detentions facilities.

The Executive Director will engage in strategic planning efforts both with BSCC leadership and staff, and with the many stakeholders who are engaged with the Board. She will also ensure that Board meetings are run effectively and efficiently.

The Executive Director will also:

- Manage and provide oversight of the administration and program divisions including planning, organizing, and directing and the work of all Deputy Directors.
- Manage the Executive/Program functions including the development of BSCC's database system infrastructure; statewide data collection and clearinghouse strategy; and provide oversight of the BSCC budget, accounting, contracts, procurement and personnel functions.
- Lead the development and implementation of strategic initiatives and process improvements and improve the delivery of services Board-wide, including the development and establishment of program priorities, goals, and objectives.
- Represent the BSCC in hearings and legislative committee meetings, other State and government groups, and private entities on program policy matters and presenting complex reports to large audiences.
- Work with the Department of Finance, Legislative Analyst's Office, legislative committee consultants and Department Directors to achieve the Administration's budget and programmatic goals.
- Serve as the California Commissioner to the Interstate Compact for Juveniles.

### Biography of Kathleen Howard

Effective October 3, 2013 Kathleen Howard joined the BSCC as Executive Director. Ms. Howard has worked in various aspects of state government since 1990. After completing a Master's degree in Public Policy, she began a 21-year career with the Administrative Office of the Courts, the staff agency to the Judicial Council of California. Ms. Howard worked in the legal division, budget division, Center for Families Children & the Courts, and, for 14 years, in the Office of Governmental Affairs. She served as a legislative advocate, manager, and assistant director, and for three years, was the Director. She had extensive involvement in the major legislative and budgetary changes that affected the California court system, including efforts to coordinate programs and policies at the county level. In 2011, Howard was appointed by the state Senate to the California Unemployment Insurance Appeals Board. In that quasi-judicial role, she reviewed thousands of second level appeals in unemployment and disability cases. Howard is committed to ensuring the ongoing improvement to processes and structures that support the work of an organization.